

Communication Action Team
Meeting Notes
February 17, 2004

Attendance Lucinda Means, Julie LeBlanc, Kathy Edgren, Tom Ferguson, Roberta Tisdale

Meeting Overview
(25 words or less) Team went over roles and responsibilities. Moderator reminded team that the transportation encompasses all modes of transportation. Accuracy of team email addresses addressed. Public involvement processes of MDOT, CATA, Lakes Area, and Tri County Area were discussed. Team agreed that template of best practices could be a product to educate people on how transportation decisions are made. Meeting dates for next two meetings were set.

Meeting Notes

1. MDOT provides logistical support but the Team is responsible for results, outcomes, and decisions.
2. MDOT Public Information process reviewed. Team members felt that Open Forum did not enable participants to hear the views of other participants. Team members felt that formal hearings, as a means of public involvement occur too late. Team felt regional/local roundtable discussions were most helpful. Team felt that MDOT's public involvement model is good and improvements could be made in notification of opportunities for involvement.
3. CATA communications mechanism was reviewed.
4. 4 Towns Citizen Action Team efforts were reviewed. Team members felt that this community's efforts represent a best practice in educating people.
5. Tri County communication mechanism was reviewed.
6. Next meeting dates were determined.

Action Items

1. Means will see if MDOT's Secondary Center has teleconferencing capacity.
2. Edgren will invite Vicki Kovari(MOSES) to join team.
3. LeBlanc will invite Tappan Datta from Wayne State to join team.
4. Means will obtain and send a list of Summit participants to team.
5. Means will fax Tisdale a list of all email addresses of team.
6. Tisdale will share list with Sara Smith.
7. Edgren will identify Hispanic/Latino representative to join team.
8. Edgren will investigate holding a satellite meeting in South East Michigan.
9. Ferguson will provide written information to team on experience with MDOT North Region Roundtable in Alpena.
10. Tisdale will get listing of Transportation Service Center Managers and addresses.

11. Means will get State Long Range Plan from MDOT (2000-2005) CD to team.
 12. Means will ask Steve Fern to outline transit best practice.
 13. Edgren will provide written information on Ann Arbor public information process regarding pedestrian and bike modes of transportation.
 14. Tisdale will get a best practice of public involvement in an air transportation project.
 15. Tisdale will get an update for the team on the Michigan Lake Express Ferry.
 16. LeBlanc will get information on Farmington Hills non-motorized Citizens Advisory public involvement best practice.
 17. Means will get information on WEUPER public involvement.
 18. All team members will identify champions (MPO's, County Road Commissions)
 19. All team members will review operating charter, issues goals, and actions.
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**Proposed
Agenda Topics
For Next
Meeting**

1. Identify champions.
 2. Create tools, models, samples of best practices for public involvement that provide meaningful, two-way, useful communications and information to a wide variety of people.
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**Next Meeting
Dates**

1. Wednesday, March 10, 2004
1:00-4:00 pm, Foster Center
2. Wednesday, April 14, 2004
1:00-4:00pm, Metro Area